

POSITION DESCRIPTION: FINANCE WORKER

Position Title:	Finance Worker
Terms:	Hours for this position are negotiable, hours between 45 – 75 per fortnight 12-month contract, opportunity for permanent position
Reporting relationship:	This position reports to the Manager
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010
Salary range	Level 5 Pro-rata, in accordance with classification, dependent qualifications and or experience

Position summary:

The Finance Worker is an integral part of the service provision team at Centre Against Sexual Violence (CASV). Within the guidelines of CASV's policies and procedures, strategic plan and operational plan, this position includes:

- finance duties consistent with not-for-profit community-based organisations. As well as other duties from the direction of the Manager consistent with the Finance Worker role.

Duties and responsibilities:

- Advanced skills in MYOB advanced skills in Excel and Microsoft Office.
- Understanding of GST
- Accounts Payable and receivable, Bank Reconciliations including credit card, Electronic Banking
- Maintenance of the Asset register
- Manage budgets across multiple government funding contracts
- Maintain Insurances yearly for all areas of service
- Work with external accountant, auditor and Management Committee
- Support with Grants and Tenders for funding

Payroll and Budgets:

- Manage all aspects of payroll including Using MYOB, prepare and process fortnightly payroll, salary sacrifice and Superannuation and send out payslips and salary sacrifice balances.
- Staff Entitlements requirements.
- Monthly Bank reconciliation
- Manage monthly / yearly Budgets from multiple streams of funding
- Maintaining systems that enable acquisition of up-to-date information relating to financial and taxation requirements for the Centre, with support from external accountant.

Reporting:

- Maintaining financial records monthly for Management Committee meetings
- Maintaining quarterly report for reporting
- Annual budgets and reports
- End of year financial report for AGM and ACNC
- Preparing for end-of-year reports for external financial audit;
- Quarterly finance subcommittee meetings

Administration Service Delivery

- To actively and effectively participate as a member of the Centre staff team to achieve and maintain an effective, efficient, and accountable organisation that reflects the philosophy of the CASV.
- To develop, implement and review financial policies and procedures, in collaboration with the Manager and other Centre staff.
- Adhere to and contribute to a safe workplace for all staff, Management Committee members, service users and visitors as per Workplace Health and Safety Policy.
- Provide information and referral to staff, Management Committee members, clients, key stakeholders, other service providers and the community.
- Attend to Reception when the reception area when needed
- Support with other duties requested by Manager

Management Committee participation

CASV has two staff representatives on the Management Committee. One position is allocated to the Manager while the other is allocated to a staff member who represents all staff at CASV. A new staff representative is appointed to the Management Committee every twelve months on a rotational basis. Whilst full rotation of staff representative on the Management Committee is strived for, appointment of the staff representative will also depend on individual staff personal commitment and capacity to take on the role, since it requires attendance of meetings outside of work hours.

Supervision and Professional Development

The Centre Against Sexual Violence recognises the importance of professional supervision for all workers employed at the Centre Against Sexual Violence as part of a professional responsibility towards providing high quality, ethical services to women and young women who use the service.

The following Internal and external supervision is provided:

- Internal supervision with the Manager once a month.
- external supervision with a qualified supervisor of employee's choice in align with the budget
- peer supervision as needed

- team supervision with an external facilitator up to four times a year.

The professional development of staff is encouraged by providing opportunities for training and other experiences that are likely to enhance staff knowledge, skills, and the development of the organisation. CASV provides a training allowance (pro-rata) for all staff by calculating 2% of staff member's yearly income before tax. There is also an additional allocation to the Centre Support Worker's professional development budget to obtain First Aid qualifications and updates as they are required.

Position Requirements

- Minimum 3 years' experience in a finance role, experience in a not-for-profit community-based agency is highly desirable.
- Experience working with Government funding and reporting
- Demonstrated organisational and time management skills including strong attention to detail, analytical and problem-solving skills
- Good knowledge of general ledger transactions, chart of accounts, GST, payroll processing and budget preparation
- High level of professionalism and communication skills
- Demonstrated organisational and time management skills including strong attention to detail, analytical and problem-solving skills
- Ability to work under minimal supervision with the capacity to exercise initiative in the application of work processes and procedures and establish objectives and outcomes.
- Strong standards of ethics, professionalism and confidentiality
- To identify with and be able to work within a feminist philosophy.
- Possession of a current "C" class driver's licence.
- Possession of or willingness to obtain a Positive Blue Card.

Key selection criteria

SC1 Demonstrated possession of tertiary qualifications and/or extensive experience relevant to the duties of the position.

SC2 Demonstrated knowledge of payroll and salary sacrifice arrangements or demonstrated knowledge of payroll with the ability to rapidly acquire knowledge of salary sacrifice arrangements in a not for profit or community-based organisation.

SC3 Demonstrated ability to plan, prioritise and meet deadlines, particularly in relation to funding and legal requirements of the Service.

SC4 Comprehensive understanding of the causes and effects of sexual violence against women a knowledge of trauma informed practice, and an understanding of how this may impact on the worker.

SC5 Highly developed interpersonal and communication skills, both and written and the capacity to deliver information to a broad cross section of people.

SC7 Demonstrated commitment to and understanding of participatory decision-making, planning and evaluation processes, effective team practices and the principles of social justice.